

## **PERMITS AND LICENSE CHECKLIST**

**1. LETTER OF APPLICATION - 3 copies**

- Identify your organization and state what is requested: Permit or License.
- List the type of structure, improvement, or work that is to be constructed.
- Statement of reason for said work, i.e., commercial, public, or private venture.

## 2. MAPS AND DRAWINGS - General

- Letter-size drawings are the minimum acceptable.
- Meridian or north arrow shown.
- Drawn to scale with scale stated and shown graphically.

### 3. VICINITY MAP – 3 copies

- Show a town, highway, bridge, or major identifiable feature.
- General location of work outlined should be circled in red.

**4. LOCATION MAP – 3 copies**

- a. Area where facilities are to be constructed should be outlined in red.
- b. Show property lines (metes and bounds, if possible) and/or location of property line markers, such as steel pipes driven into the ground with permanent identification data.

**5. PLANS AND SPECIFICATION – 3 copies**

- a. Drawings of sufficient details to determine exactly what is proposed, how it is to be constructed, and by whom.
- b. In any operation involving earthwork, such as an excavation, drilling or boring, a cross sections and profile of the proposed works must be furnished. See examples in Attachments I -IV at [http://www.ibwc.state.gov/Files/construction\\_criteria.pdf](http://www.ibwc.state.gov/Files/construction_criteria.pdf)

6. If the construction is also on land owned by personnel other than the government, the applicant must include a statement in triplicate from the owners giving permission for such construction on their property and access thereto.

7. If the proposed work requires clearing, excavation, or dredging on government property, you must first contact the following agencies:

- a. Appropriate Historic Preservation Officer(s), to find out if you need a cultural resources survey of the area.
- b. U.S. Department of Interior, Fish and Wildlife Service, to determine the impact of the project on threatened and endangered species, both animal and plant life.
- c. U.S. Army Corps of Engineers, to determine the effects of the proposed project on the waters of the U.S., (wetlands, streams, and rivers) in the area.
- d. The Texas Parks & Wildlife for projects along the Rio Grande.

8. The letters from these various state and federal agencies, concurring with the proposed work, must be obtained by the requestor before the International Boundary and Water Commission will issue the requested permit.

9. A permit from the State Water Commissions, to divert waters from rivers or reservoirs, is necessary before a permit for pumps and water lines can be issued.

**10. LICENSE FEES, (EFFECTIVE JANUARY 1, 1977) ARE AS FOLLOWS:**

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|----|--------------------------------|--|
| a. | Commercial License             | -\$150 per year plus \$28 per year per acre or part thereof. |
| b. | Permanent Commercial Utilities | -\$115 per year  |